



Cow Creek Government Office

Position Description

Position Title: Log Clerk

Department: Forest Management

Reports To: Tim Vredenburg

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Responsible for all aspects of documenting, recording and maintaining information pertaining to the distribution of timber; whether it is logs or by-products. The position will also perform general duties including month-end tasks, back up for other administrative positions and assist the Forest Manager with other duties as needed.

ESSENTIAL FUNCTIONS:

- Process log sales from daily transmission of detail from Log Scaling Bureau(s).
- Update data into log accounting system and verify accuracy.
- Issue vouchers and payments for logs.
- Enter log purchase sales agreements into log accounting system.
- Monitor logs sales, trucking invoices, and accounts receivable.
- Daily input and weekly distribution of Perpetual Log Inventory.
- Monthly reporting of Forest to Market.
- Weekly Forestry KPI Reporting.
- Biweekly updates of Tract Statements.
- Forestry Safety coordinator.
- Monthly processing of by-products.
- Provide general office support including answering phones, front desk help, and other duties as assigned by Forest Manager.
- Cross train to back up other office personnel. Tasks may include Log Accounting, Production Reporting, Accounts Payable or other general office tasks.
- Create and maintain a safe, clean working environment at all times.

QUALIFICATIONS:

- Associates Degree preferred.
- Two years' experience log processing or accounting preferred.
- Analyze and interpret data.
- Must be able to manage multiple projects, meet deadlines and exercise independent judgment with frequent interruptions.
- Must possess data entry (50 WPM), 10-key (5000 KPH) and excellent computer skills.

- Strong Excel, database knowledge & MS Word experience as well as basic knowledge of Crystal Reports.
- Accuracy, attention to detail, ability to multi-task and work under strict deadlines.
- Able to work at fast pace with distractions and maintain accuracy.
- Trouble shooting and strong communication skills are a must.
- Will generally work independently with limited supervision. Must be self-directed in identifying and efficiently completing each task.
- Must have a current valid Oregon Drivers' License.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?)
Continuous
2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?)
Occasionally
3. **WALKING** - (Percent of time or hours per day? Surface? Distance?)
Occasionally
4. **POSITIONS** - (Can worker change positions frequently? Occasionally?)
Yes
5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?)
Shipments/parcels, office supply order bi-weekly, paper boxes
6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?)
7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)
Stacking paper in shelves, reaching up and squatting down
8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?)
See Above
8. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?)
Upper body, minimal
9. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?)
2 Step stool, ladder for reaching upper cupboards
11. **CRAWLING** - (Surface? Frequency? Distance?)

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

—	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<u>X</u>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
—	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
—	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
—	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE **DATE**

SUPERVISOR **DATE**

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.

